

Privacy Policy

Last update: November 2017

The following Privacy Policy Notice sets out how www.belaws.com (the "Site") operated by Beservices Ltd. ("**Belaws**" or "**We**") uses and protects any information that you give when you use our Site.

We are committed to ensuring that your privacy is protected. Should we ask you when using Belaws to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Policy Notice.

We may change this notice from time to time by updating this page. You should check this page occasionally to ensure that you are happy with any changes.

1. How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow a site to respond to you as an individual. The site can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

Belaws web servers collect anonymous information, like the IP address of your computer, the browser software used, the operating system, access times and pages visited. This information is used to monitor usage and to assess the effectiveness of the Site.

In some sections of the Site, anonymous data such as browser type or IP address may be used to customise web page content. This information is used in an anonymous form to ensure appropriate and effective delivery of content.

Overall, cookies help us provide you with a better Site, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. You should be aware

that this may prevent you from taking full advantage of the Site. If you are unsure how to do this, use your favourite search engine to look this up using the term 'declining cookies' with your browser name.

2. Google Analytics

Google Analytics uses traffic log cookies to gain information about the use that is made of pages on our Site. We use the information from cookies to generate reports on the usage of our Site which are used for evaluation and analysis. The purpose is to improve our Site by tailoring it to the needs of users. No data specific to any identifiable user is retained.

As a user you can opt out of this process of collecting traffic log data. To do so please visit the following site which provides a browser add-on that enables a user to opt out - <http://tools.google.com/dlpage/gaoptout>.

3. Links to other websites

Our Site may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over other websites. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

4. What Information we Collect

In addition to using cookies on our Site, we may collect the following information from you when you fill in a form on our Site or have contact with us by letter, email, telephone or other means. The information is as follows:

Name and job title

Contact information including email address and phone number

Information relevant to the legal advice and assistance for which you wish to obtain quotes, including the contents of any Order Request or Offer you submit.

5. What we do with the information we gather

This information helps us to understand your needs and provide you with the Belaws service.

We will provide the information to any Lawyers who may wish to provide Offer for your project.

Internal record keeping.

We may use the information to improve our products and services.

We may use the information to customise the Site according to your interests.

We may periodically send promotional emails about new products, special offers or other information which we think you may find interesting using the email address which you have provided.

From time to time, we may also use your information to contact you for market research purposes.

We may contact you by email, via your mobile device (including SMS) or mail.

6. Security

We are committed to ensuring that your information is secure. Appropriate security measures are in place to protect against loss, misuse or alteration of information collected from you, including measures to prevent, as far as possible, access to our databases by parties other than Belaws.

7. Controlling your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us at support@belaws.com as soon as possible. We will promptly correct any information found to be incorrect.